

MILFORD TOWNSHIP LIBRARY BOARD
Minutes of Regular Meeting
Tuesday, September 29, 2009 7:00 p.m.

Members Present: Keef, Harris, Clemens, Brown and Reiter. Also present, Director Hatch, and Administrative Assistant Jeanne Brown to record minutes. Trustee Weeks was absent.

1. **Call to Order:** President Keef called the meeting to order at 7:04.
2. **Approval of the Agenda:** Harris moved to approve the agenda as amended, Clemens seconded. Motion Carried.
3. **Approval of the Minutes:**
 - 3.1. Budget Hearing Meeting: September 1, 2009: Harris moved to approve Budget Hearing Meeting minutes of September 1, 2009, Clemens seconded. Motion carried.
 - 3.2. Regular Meeting: September 1, 2009: Harris moved to approve Regular Meeting minutes of September 1, 2009, Clemens seconded. Motion carried.
4. **Call to the Public:** No public comment.
5. **Finances:**
 - 5.1. Review of Financial Statements for August 2009: Financial Statements were provided.
 - 5.2. Approval of Invoices for August 2009: Clemens moved to approve expenses for August in the amount of \$105,344.93, Harris seconded. Motion carried.
6. **Unfinished Business:**
 - 6.1. Strategic Planning: Director Hatch shared the updated list of participants for planning committee meetings. Director Hatch mentioned the first meeting is October 10th, just over a week away. Director Hatch shared a packet of information about the library will be mailed to the committee members. Director Hatch will also provide a copy of the packet to the board members.
 - 6.2. SIRSI Voice Automation (SVA): Director Hatch shared testing has begun on the voice message system for patron Holds. Director Hatch also shared there is some customization available.
 - 6.3. Migration of Website and Email Accounts: Director Hatch shared the migration of the website and email accounts went smoothly. Two issues were encountered, both were resolved quickly. Director Hatch also mentioned the email is user friendly.
7. **New Business:**
 - 7.1. Township Meeting, 10/13/2009: Director Hatch shared the meeting arrangements regarding the GM Tax Reduction, 10/13/2009 at 8:30 am, located at the Township Offices.
 - 7.2. Director's Self Evaluation: Director Hatch provided her self evaluation. Jeanne provided the Director Evaluation forms to the Trustees. The completed evaluations are to be returned to Jeanne at the October Board Meeting.
 - 7.3. Parking Lot Signage: Director Hatch shared information regarding signage for non parking areas. Discussion and decision of wording for signs. Director Hatch will order the signs, and have the signs installed where appropriate.
 - 7.4. Request Community Groups: Director Hatch shared information regarding groups requesting to use the Library parking lots for outside events using the walking/biking trail. Director Hatch also shared the Village and Township has declared a moratorium on such events for the immediate future. Direction from board to adhere to the Village/Township moratorium.

7.5. Parking Lot Light project: Director Hatch shared additional information regarding the light retrofitting project and associated grant(s). Direction to Director Hatch to place the project on hold until additional information is available.

8. Communications:

- 8.1. YMCA Camp Sunshine, Thank You Book, 09/16/2009: Director Hatch shared a Thank You Book, and her experience at a Rotary luncheon at the YMCA.
- 8.2. Robert Calley, Village of Milford, 08/28/2009: Director Hatch shared information regarding inspections completed and the Library is “in compliance”.
- 8.3. Michigan Library Association Updates (3), 0/2009: Director Hatch shared updates from MLA.
- 8.4. Suggestion Box Comments: None.

9. Director’s Report:

- 9.1. Snapshot of Statistical Indicators: Director Hatch provided report for August and mentioned circulation continues to rise. Director Hatch also included TLN monthly circulation report.
- 9.2. Staff Updates: Director Hatch reported the library staff participated in the Crazy Putt Putt Golf Outing sponsored by the Huron Valley Chamber of Commerce and the Rotary Club. Library teams didn’t win, but were not in last place either, and all enjoyed the event.
- 9.3. Building Updates: Nothing to report.
- 9.4. TLN Update: Nothing to report.
- 9.5. Friends of the Library Update: Nothing to report.
- 9.6. Incident Reports: Director Hatch shared one incident report.

Brown moved to adjourn, Clemens seconded. Meeting adjourned at 8:31 p.m.

Respectfully submitted,

Jane Brown
Secretary